Digital Shakti Handbook

A nationwide campaign to Digitally Empower young Girls and Women.
There’s nothing to be afraid of!

In the context of social media and online services, there are some processes and tools on offer that have become the bare minimum for your privacy and safety. Their invariable use and following a proper cyber hygiene strategy will help protect your online presence and identities. These tools are not exhaustive and keep varying from platform to platform.
Make use of right Safety & Privacy tools

2 Factor Authentication: 2FA lets you add an extra layer of security. Each time you log into your account, you will be asked to enter a special code or simply confirm the login attempt. These codes are sent to your verified mobile numbers or can be generated by authenticator apps. This will help confirm that the user trying to access the account is actually you.

Controlling Audience: This helps you keep personal information safe from being misused. Whatever you share online is a part of your digital presence and must be kept protected. Make sure that the audience viewing your activity online only consists of only known and trusted users. You can do this by controlling the visibility of your post and your profile.

Authorized Access- While surfing through the internet or social media, one comes across apps or services that ask for permission to access your personal data or post on social media on your behalf. While some may be harmless, you need to go to your account settings often and review if any unauthorized apps have access.

Unfollow/Unfriend/ Block/Report: Users always have the option to cut all virtual relations with other users by using the unfriend, unfollow, block and report features. Whenever someone is really troubling you, don’t just block them. Use the report features to let the platform know that the person is doing something wrong.
Responsible Online Behaviour

The internet is an uncontrolled space where one tends to see no bounds. However, we must keep in mind that our actions online can have the same repercussions as those offline.

One unwanted message/post can cause a lot of problems for both the sender/poster and the receiver/audience. To ensure that you are not stuck in such a situation, you can follow these tips:

**Responsible sharing:**

- Sharing information that is false can land you in trouble. Always verify the source and the contents of a post before sharing it. Do not fall for catchy headlines and pictures.

- Any post that is offensive/obscene is actionable. Be respectful and empathetic towards other users. Each platform allows some type of behaviour and content and despises some. Be sure to go through their community guidelines and the law of your own country. Do not participate in bullying, trolling someone, or attacking their character and their identity. It’s a criminal act.

- Review the content that you wish to share when online. Do not post anything and everything. Personal information that you share can and may be used against you. Only provide information that is essential and absolutely necessary.

- Safe Surfing. Whenever you wish to download any content online, use only trusted sources. For e.g. Play Store and App Store for applications. Downloading those songs and movies by internet searches for “download free movie” may just be illegal.
Remember that time when you were trying to download the movie you’d have to otherwise pay to watch? Remember the phone buzzing and telling you it’s out of date? Don’t worry, it was just having fun with you. Do not download applications from unverified sources and put yourself in harm’s way.

Resilience

The Internet is a worldwide virtual space with no borders and boundaries, but it does not mean that if something goes wrong online it is the end of the world. You can control damage and take appropriate action to fight these wrongs.

You can efficiently deal with issues by:

- Not creating an unfavourable situation for yourself. Censor your posts and monitor your activities.

- Collect evidence and take the correct legal recourse when facing a sensitive issue.

- Do not indulge in activities that you wouldn’t in real life. Laws are applicable both online and offline. You may get into trouble without even realizing.

When that picture you sent to your partner is shared by them on the Internet or with other people, the one at fault is them, not you.
There is a way to deal with almost every problem that you may face online. First and foremost is collecting evidence of the wrong that is happening-being committed. You can collect proof of the incident/cybercrime by:

1. Saving the URL of the profile in question/ save the e-mail or any other conversation
2. Taking a screenshot of the entire PC or mobile screen with the time stamp
3. Not deleting IDs, messages or any other communication
4. Saving any information related to the IP address of the perpetrator that you receive on Email when someone tries to access your account etc.

The next step is alerting the appropriate authorities. The simplest step is to report what you feel is inappropriate. This will help take down content or the profile that you feel is problematic. You also have the choice to block persons that you feel the need to stay away from.

If blocking/reporting doesn't seem to solve the issue, you can always approach your parents/teachers/friends, your local police station and cyber cells to report any instance of a cyber-crime.
Some tips to always remember

Do not open mails or click on attachments from unknown senders.

Make use of different security features that are made available by different platforms.

Avoid sharing confidential and personal information over mail.

Your passwords must be unique, different for different accounts and non-guessable. The more senseless your password, the harder it is to crack it.

Be cautious when you add unknown people as friends. People are not always who they claim to be.

Use only trusted sources to download games/apps/music/software. Untrusted sources may compromise your devices.

Update your devices and anti-virus software regularly.

Keep track of the devices you use to log into your accounts. Do not forget to log off from unknown systems.
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You can also contact us if you are having any issue or know someone going through a tough situation. We are happy to help.

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